

**ICT DATABASE ADMINISTRATOR**

<b>Reporting to:</b>	Director of Information & Learning Technologies through the IT Operations Lead
<b>Location:</b>	Concordia College, 24 Winchester Street Highgate
<b>Classification:</b>	As determined by the College within the current <i>Lutheran Schools SA Enterprise Agreement</i>
<b>Tenure:</b>	Ongoing part-time
<b>Time Allowance:</b>	0.8 FTE with the potential to become full-time

**ROLE DESCRIPTION**

The ICT Database Administrator is responsible for the managing and supporting core business applications (Synergetic, SEQTA, Consent2Go, PIPs) and is also responsible for leading projects to improve application functionality and integration, and to uplift the overall IT operational experience through improved availability and performance.

Fundamental to this role is the delivery of high-level customer service, which is proactive, cooperative and dependable by analysing user needs and developing rapport with staff, students and parents. This is a hands-on role demonstrating a can-do attitude, the capacity to be a self-starter who can work independently and accurately to meet the responsibilities of the role at a high level.

**ESSENTIAL REQUIREMENTS**

- a commitment to the faith life of the College and its Lutheran identity
- qualifications and experience commensurate with the role
- completed Working with Children Check and Responding to Risks of Harm, Abuse & Neglect training
- First Aid accreditation (preferable)

**SELECTION CRITERIA**

<b>ICT</b>	<ul style="list-style-type: none"> <li>• significant knowledge of a broad range of contemporary and emerging digital technologies</li> <li>• demonstrated understanding and experience in databases</li> <li>• 5+ years' experience in an ICT Database Administration support role within an organisation of similar size and complexity</li> <li>• ability to effectively manage databases and ICT applications</li> <li>• ability to perform MSSQL and PostgreSQL database management activities which involves consolidating data from the core systems into a data warehouse</li> <li>• ability to assist in developing, improving and expanding online and web platforms, workflow systems, and integration between application presentation and database layers</li> <li>• customer service experience</li> <li>• work as part of a cross-campus team</li> </ul>
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• collaboration</li> <li>• effective prioritisation</li> <li>• meet deadlines for projects and activities by effective liaison and coordination with stakeholders and suppliers</li> <li>• completes tasks in a timely fashion and to a high standard</li> <li>• ability to multi-task</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• excellent interpersonal skills</li> <li>• supportive</li> <li>• helpful</li> <li>• reliable, punctual</li> <li>• able to work in a self-initiated and self-directed manner</li> <li>• highly developed formal and informal communication skills</li> <li>• organised, pro-active shows initiative</li> <li>• flexibility in tasks</li> <li>• independent and group focused</li> <li>• mentors and shares knowledge with colleagues</li> </ul>